

# **Pharmaceutical Society of Northern Ireland**

## **Building a Professional Forum for Pharmacy in Northern Ireland**

### **Consultation Document**

#### **1. Introduction**

The Pharmaceutical profession in Northern Ireland is a substantial body reflected in the membership of the Pharmaceutical Society of Northern Ireland which numbers approximately 2,100 members. The profession operates in the context of health responsibilities which are fully devolved to the NI Assembly.

Against the backdrop of the White Paper, Trust Assurance and Safety and the need to differentiate clearly between regulatory and leadership roles, the Council of the Pharmaceutical Society of Northern Ireland has identified the need to establish a Professional Forum to provide a focus for Pharmaceutical professionals in Northern Ireland and meet a range of non-regulatory requirements of the profession.

The creation of a Professional Forum was originally proposed in the submission to the Health Minister "The future of Pharmacy Registration, Regulation and Representation in NI" and further supported by a majority of respondents in the fees consultation 2009/2010.

In order to detail the role and potential arrangements for this Professional Forum, as a basis for a consultation with the professional membership, the Council established a project. The work of the project has been undertaken by an independent external consultant, Tony Lake of Lake Consulting Ltd. Inputs from a reference group of members and other stakeholders from across the profession have been obtained in assembling this consultation document and draft proposal.

The document includes:

- A description of the purpose and proposed functions and services of the Professional Forum as developed with the Reference Group and through other inputs
- Proposed arrangements for governance
- An outline of projected income and expenditure and the assumptions upon which this is based
- An Appendix which provides a proposed programme for the Professional Forum in its launch and development phase

There is an accompanying questionnaire designed to gather feedback from the full membership on key areas contained in the consultation document.

## **2. Professional Forum – Purpose, Functions and Services**

### **2.1 Core Functions**

The Professional Forum will have a primary duty to provide advice to the Council of the Pharmaceutical Society of Northern Ireland on:

- Regulatory matters affecting the profession, particularly in relation to public safety
- Professional leadership provision, allied to regulation, advising the regulatory arm of developments and possible developments in the practice of pharmacy, being consulted on regulations and encouraging pharmacists to work to develop the profession for the public benefit.

It is the role of a true Professional Body to work in the public interest and these duties are consistent with that approach

### **2.2 Services to the Professional Membership**

In addition, in consultation with the Reference Group, the following services have been identified as requirements to meet the range of needs of the members in Northern Ireland

#### **PRIMARY SERVICE**

**ENSURE THAT THE PROFESSION IN NORTHERN IRELAND HAS A CO-ORDINATED VOICE**

- Create a forum which looks after the interests of all Pharmacy disciplines by ensuring they have a strong and independent voice
- Policy Development
- Lobby Government, regulatory bodies and stakeholders
- Be the public face of Pharmacy in NI
- Promotion of Pharmacy

#### **SUPPORTING SERVICES**

**EDUCATION, PROFESSIONAL DEVELOPMENT AND BEST PRACTICE**

- Support Pharmaceutical Society of Northern Ireland pre-registration trainees and students
- Support Pharmaceutical Society of Northern Ireland members with CPD and, in the future, revalidation
- Predict future education and training needs
- Develop education and training pathways
- Accredite or approve short course training programmes
- Provide a focal point for members (networking, events, promote excellence)
- Develop and publish toolkits
- Lead on accreditation if required by the Regulator
- Commission research in support of professional development

**MAINTAIN AND DEVELOP PROFESSIONAL LINKAGES OUTSIDE NI**

- Develop and manage the interface with GB
- Develop and manage the interface with ROI

**SUPPORT FOR MEMBERS**

- Oversee the Benevolent Fund activities and develop other support services (NCAS etc)

Whilst all of the above are clearly important, the potential priorities within this range of functions and services for the Professional Forum were tested with the Reference Group. The list below provides some useful indications of areas for early focus for a Professional Forum.

- Promotion of pharmacy, lobby Government, regulatory bodies and stakeholders, be the public face of Pharmacy in NI and develop leaders
- Provide a focal point for members (networking, events, promote excellence)
- Develop and manage the interfaces with GB and ROI
- Develop education and training pathways

### **3. Proposed Governance Structure**

Some principles upon which the Governance of the Professional Forum should be based were identified with the Reference Group and are as follows:

- Clear separation of roles, responsibilities and functions between Professional Forum and Pharmaceutical Society of Northern Ireland Council
- Small and effective (9 to 15 members)
- Correct and defined mix of skills and knowledge
- Inclusive (i.e. all relevant groups represented)
- Some allocated places for representative groups
- Significant elected component for ownership
- Option to co-opt for specific purposes (e.g. balance and meeting of essential skill/knowledge requirements)

Specific elements of the proposed governance arrangements within these principles are as follows:

- Allocated places to be agreed by Council following responses to the consultation questionnaire
- Postal ballot to be used to establish the initial elected component of the Professional Forum. Once established, the Forum may consider whether future elections are most practically and cost effectively carried out via postal ballot or Annual General Meeting
- Any need for co-option and identification of nominees to be agreed between the Professional Forum and Pharmaceutical Society of Northern Ireland Council
- The Forum members to elect a Chair and Secretary from amongst their numbers and these to be subject to annual election within the Forum group
- Forum meetings to be held at least quarterly
- The Forum to make its functions and services visible to the wider Professional Membership
- The Forum will recruit a Professional Forum manager (initially half time) to support it in executing its role
- Sub-committees and working groups may be formed to undertake specific projects or focused activities

Feedback on key points from amongst these proposals is again sought as part of the consultation questionnaire.

#### 4. Programme for the Professional Forum in its Launch and Development Phase (to May 2012)

An anticipated programme for the Professional Forum in its first 3 years, to reflect the range of functions and services identified, has been developed. This is included as Appendix A. Projections for costs and income have been developed on this basis and are summarised in the next section.

#### 5. Outline of Income and Expenditure

The broad aim of the Professional Forum should be to reach a break even position within a reasonable timescale and we have suggested that this should be 3 years from formation. An outline of projected income and costings is shown below.

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
	to May 31st 2010 (half year operating)	to May 31st 2011	to May 31st 2012
<b>PROJECTED SOURCES OF INCOME</b>			
1. Accreditation and approval of mandatory courses	£0	£4,500	£7,500
2. Accreditation and approval of non-mandatory courses/support and providers	£0	£5,500	£7,000
3. Networking and events	£0	£6,200	£8,800
4. Subscription fees from members	£0	£0	£0
5. Income from Regulator	£40,650	£39,500	£29,500
6. Securing research funding in support of professional development (e.g. From Industry, Sector Skills, Government etc)	£0	£50,000	£90,000
<b>TOTAL PROJECTED INCOME</b>	<b>£40,650</b>	<b>£105,700</b>	<b>£142,800</b>
<b>PROJECTED COSTS (inc cost of research)</b>	<b>£40,650</b>	<b>£91,100</b>	<b>£139,100</b>

#### 6. Consultation Questionnaire

A questionnaire has been developed to test the support of the wider membership for the approach to establishing the Professional Forum described in the Consultation Document. It is intended that this should be available to the membership for postal return or for online response via the web site. In both cases returns will only be accessible to the independent consultant who will carry out the analysis and report back. The results of this analysis will then be used for informing the process for establishing the Professional Forum and priorities for the development of its functions and services. The questionnaire accompanies this document.

**Programme for the Professional Forum in its Launch and Development Phase (to May 2012)**

An anticipated programme for the Professional Forum in its first 3 years, to reflect the range of functions and services identified has been developed. This also forms the basis of the income and cost projections produced.

In practice the first of these to May 2010 would be at most 6 months in duration following the conclusion of the consultation and Council decision making process.

**Year 1 - Sept 09 to May 31<sup>st</sup> 2010**

- **Set up and establish the Forum**
  - Recruit Professional Forum Manager
  - Establish governance structures
  - Establish relationships with key stakeholders e.g. Government, press, industry and professional bodies
  - Establish relationships with GB,ROI and other international bodies
- **Develop a separate identify for the Professional Forum**
  - Create separate website/portal for the Professional Forum
  - Develop distinctive branding for the Professional Forum
- **Establish appropriate linkages with GB and ROI bodies**
  - Define the nature of relationships required
  - Where appropriate establish memorandums of understanding
- **Put in place delivery mechanisms for the initial portfolio of services**
  - Accreditation and approval of mandatory Courses
    - Define accreditation arrangements and market to potential providers
    - Pre - Registration Support (Law and Ethics and Calculation training and CPD preparation training are anticipated as the initial focuses)
  - Accreditation and Approval of non-mandatory courses/support and providers
    - Define accreditation arrangements and market to potential providers
    - CPD Approved Mentors (list on web site), approved list of service support organisations (e.g. meeting requirements of new legislation, business management good practice etc) and Exam preparation course providers are anticipated as the initial focus
  - Networking and events
    - Put in place structures, assess needs, define a high quality year 2 programme and secure industry sponsorship
  - Securing research funding in support of sector skills and professional development
    - Develop linkages with agencies and other research commissioning bodies to identify potential projects (e.g. Industry, Sector Skills, Government etc)
- **Develop communication and marketing activities with the membership**

**Year 2 – June 2010 to May 31<sup>st</sup> 2011**

- Maintain governance structures
- Develop relationships with key stakeholders e.g. Government, press, industry and professional bodies
- Employ a part time administrator
- Implement delivery mechanisms for initial portfolio of services to include:
  - Accreditation and approval of mandatory courses
  - Accreditation and approval of non-mandatory courses/support and providers
  - Networking and events
  - M.Pharm accreditation, if required by the Regulator
  - Manage research projects as secured in support of sector skills and professional development

- Maintain and maximise value of linkages with GB and ROI bodies
- Maintain and refine communication and marketing activities with the membership

**Year 3 – June 2011 to May 31<sup>st</sup> 2012**

- Maintain governance structures
- Further development of relationships with key stakeholders e.g. Government, press, industry and professional bodies
- Increase Professional Forum manager to two thirds time input in support of growing service base
- Expand the range of accredited and approved courses and services available in support of regulatory developments and newly identified member needs
- Develop networking and events further to increase participation based on experience and feedback in year 2
- Continue M.Pharm accreditation, if required by the Regulator
- Continue management of research projects as secured in support of sector skills and professional development (and build the reputation of the Professional Forum in this area)
- Maintain and maximise value of linkages with GB and ROI bodies
- Maintain and refine communication and marketing activities with the membership